

STAT

SPECIAL PANEL  
OFFICE OF RESEARCH AND DEVELOPMENT  
7 May 1979  
1030 - 1200 hours

1. There were no additions to the agenda for 7 May 1979.
2. The evaluation and grouping of ORD secretarial and clerical personnel from GS-03's to GS-07's was completed. (SEE SHEETS ATTACHED.)
3. The Special Panel rating differed with the Division Chief rating on two employees:

	<u>Div. Chief</u>	<u>SP</u>
[REDACTED]	MDHP	VC
	HP	MDHP

4. [REDACTED] Contract Support Assistant, GS-07, [REDACTED] was placed in the "High Potential" category.
5. [REDACTED] Security Assistant, GS-07, Contract Staff was placed in the "May Develop High Potential" category.
6. [REDACTED] Records Administrative Officer, GS-08, ORD/Registry was placed in the "May Develop High Potential" category.
7. The grouping of the Administrative Asst. and Training Officer was not done at this meeting.
8. The grouping of [REDACTED] GS-09, Secretary to D/ORD and [REDACTED] GS-08, Secretary to DD/ORD is done at the DDS&T Secretarial and Clerical Evaluation Board.

9. ACTION : Recommendation for Promotion -  
[REDACTED] Clerk Typist, [REDACTED] ORD  
GS-04 to GS-05

MAJORITY : Concurred to recommend approval for promotion to the D/ORD.

10. ACTION : Recommendations for Promotion -  
[REDACTED] Secy-Steno, [REDACTED] ORD  
[REDACTED] Secy-Steno, [REDACTED] ORD  
GS-05 to GS-06

MAJORITY : Concurred to recommend approval for promotion to the D/ORD. The Special Panel will contact [REDACTED] to find out when he plans to promote [REDACTED] GS-05, Secy-Steno, [REDACTED] ORD.

ADMINISTRATIVE-INTERNAL USE ONLY

STAT

11. ACTION : Recommendation for Promotion -  
[redacted] Secy-Steno, [redacted] ORD  
GS-06 to GS-07

STAT

MAJORITY : The majority of the Panel agreed to recommend approval for promotion to the D/ORD. There was one abstention.

12. ACTION : Recommendation for a Quality Step Increase -  
[redacted] Clerk Typist, [redacted] ORD, GS-06

STAT

MAJORITY : Concurred.

13. Training Plan for [redacted] was approved. (SEE SHEET ATTACHED.)

STAT

14. The Special Panel studied the DDS&T Secretarial and Clerical Evaluation Sheet and will revise the present ORD Evaluation system to use this sheet for GS-03's to GS-07's.

15. The secretarial and clerical evaluations and groupings done at this meeting will be reviewed by the CSP at the September meeting. Additional information will be provided as applicable.

8 May 1979  
Date

[redacted]  
Executive Secretary, SPYORD

STAT

APPROVED:

[Large empty box for signatures]

10 May 79  
Date

8 May 79  
Date

9 May 79  
Date

8 May 1979  
Date

ADMINISTRATIVE-INTERNAL USE ONLY

STAT

**ADMINISTRATIVE-INTERNAL USE ONLY**

Approved For Release 2006/01/12 : CIA-RDP91-00452R000100070006-6

STAT

APPROVED:

DATE

STAT



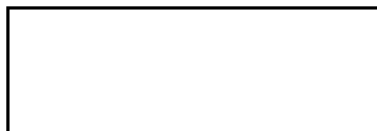
23 Jan 78

18 January 1978

19 Jan 1978

18 January 1978

STAT



Approved For Release 2006/01/12 : CIA-RDP91-00452R000100070006-6

**ADMINISTRATIVE-INTERNAL USE ONLY**